



City of Kent
Wednesday, September 6, 2023
City Council Committee Meetings
320 S. Depeyster Street, Kent, OH 44240

AGENDA

7:00 P.M. Council Committee Meetings

Call to Order

1. **Committee of the Whole** Chair Fiala/ Vice-Chair Amrhein
 - 1.1. Revised Ward Apportionment (Bridget Susel)
 - 1.2. City Administration Building Construction Update (Melanie Baker)
2. **Community Development Committee** Chair Kuhar/Vice-Chair Rosenberg
 - 2.1. TREX Agreement: Fast Mex, LLC (Bridget Susel)
3. **Streets, Sidewalks & Utilities Committee** Chair Sidoti/ Vice-Chair Wallach
 - 3.1. Kent State 5 K Road Closure (Bridget Susel)
4. **Health and Public Safety Committee** Chair Amrhein/ Vice-Chair Sidoti
 - 4.1. Proposed Text Amendment to Chapter 355: Municipal Parking Lots (Bridget Susel)
5. **Finance Committee** Chair DeLeone/Vice-Chair Wallach
 - 5.1. Disposal of Vehicles to Auction (Melanie Baker)
 - 5.2. Certifying Tax Rates to County (Rhonda Hall)
 - 5.3. Budget Appropriation Amendment (Rhonda Hall)

Adjourn

Any person who requires an auxiliary aid or service for effective communication or a modification of policies and procedures to participate in any City or City Council public meeting or event should contact the Clerk of Council at 330-676-7555 or councilclerk@kent-ohio.org. Any request for auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight hours prior to the event.

TENTATIVE SEPTEMBER 2023 CALENDAR

Visit and subscribe to the online calendar at www.kentohio.org/calendar.aspx

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day Offices Closed	5 3 pm Arch. Rev. Brd. Mtg. 7 p.m. Planning Comm. Mtg.	6 7. pm Council Committee Mtgs.	7	8	9
10	11 5:30 pm Sustainability Commission	12 5:30 pm Health Brd. Mtg.	13	14 4:00 pm Standing Rock Cemetery Board	15	16
17	18 5 pm Civil Service Commission Mtg. 7 pm Board of Zoning Appeals Mtg.	19 7 p.m. Planning Comm. Mtg.	20 7:30 pm Reg. Council Mtg	21 5:30 pm Parks and Rec. Board	22	23
24	25	26	27	28	29	30

KENT CITY COUNCIL'S PENDING LIST

Administration	Month/Yr.	Motion Made by
IN PROGRESS Sustainability Comm.: Climate Change	7/14; 2/16; 8/21	Wallach; Shaffer Bish
Senior Advisory Committee	10/17	Ferrara; Sidoti
Unattended vehicles/idling cars	10/19; 07/23	Wallach
IN PROGRESS Design Guidelines Reorganization	6/21	Sidoti
Discussion with Franklin Twp. /sidewalk snow upkeep	1/22	Shaffer Bish
Review of Planning Commission Timelines	4/23	Kuhar
Review of Roadwork Needed on Portage St.	5/23	Wallach
New Administration Building Dedication	5/23	Sidoti

Council Committee	Month/Yr.	Motion Made by
Parameters for low-frequency noises-- Health and Public Safety	1/21; 3/23	Wallach
Proactively addressing race & diversity in Kent IN PROGRESS	9/20	Wallach
City Flag Redesign COMPLETED 7/23	8/21	Rosenberg
Changes in Firework Laws- Health & Public Safety	7/22	Shaffer Bish
Vape Shops and Medical Marijuana Dispensaries COMPLETED 8/23	6/23	Ferrara
24 HR. Parking Regulations Review - Health & Public Safety	8/23	Wallach
Land O' Lakes Noise Issue	8/23	Turner

Updated & Posted August 31, 2023 Amy Wilkens | Clerk of Council | Kent City Council

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CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: August 28, 2023

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director *BS*

RE: REVISED Ward Apportionment based on 2020 Census Data

The Community Development Department reviewed the ward apportionment maps, again, and made modifications to five of the six ward maps in order to have Mae Street remain in Ward 4. Mae Street is comprised of three Block Group Blocks and since each ward must be contiguous, a 4th Block Group Block also needed to be included in Ward 4. These changes necessitated additional adjustments to other ward maps in order to comply with Section 12.02 of the City's Charter, which requires there be no more than a 10% differential between population counts for the six wards. Using the 2020 Census data and applying the 10% requirement, all wards must have a population of no less than 4,465 and no more than 4,936.

The revised ward maps are attached.

I am respectfully requesting time at the September 6, 2023 Council Committee meeting to discuss the revised ward maps in greater detail and to request Council authorization of the new maps, with emergency, which then will be submitted to the Portage County Board of Elections.

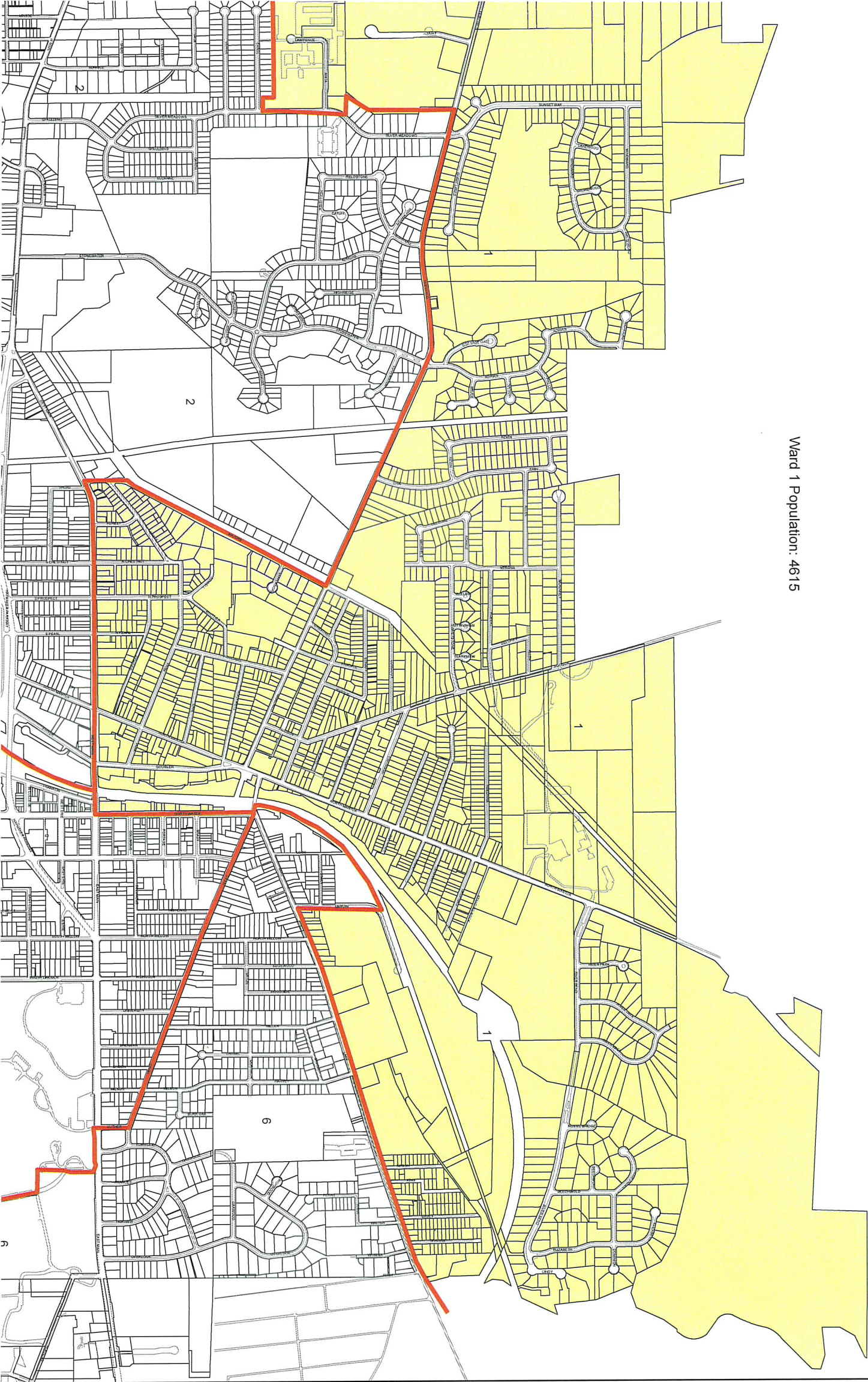
If you require any additional information to add this to September 6, 2023 Council agenda, please let me know.

Thank you.

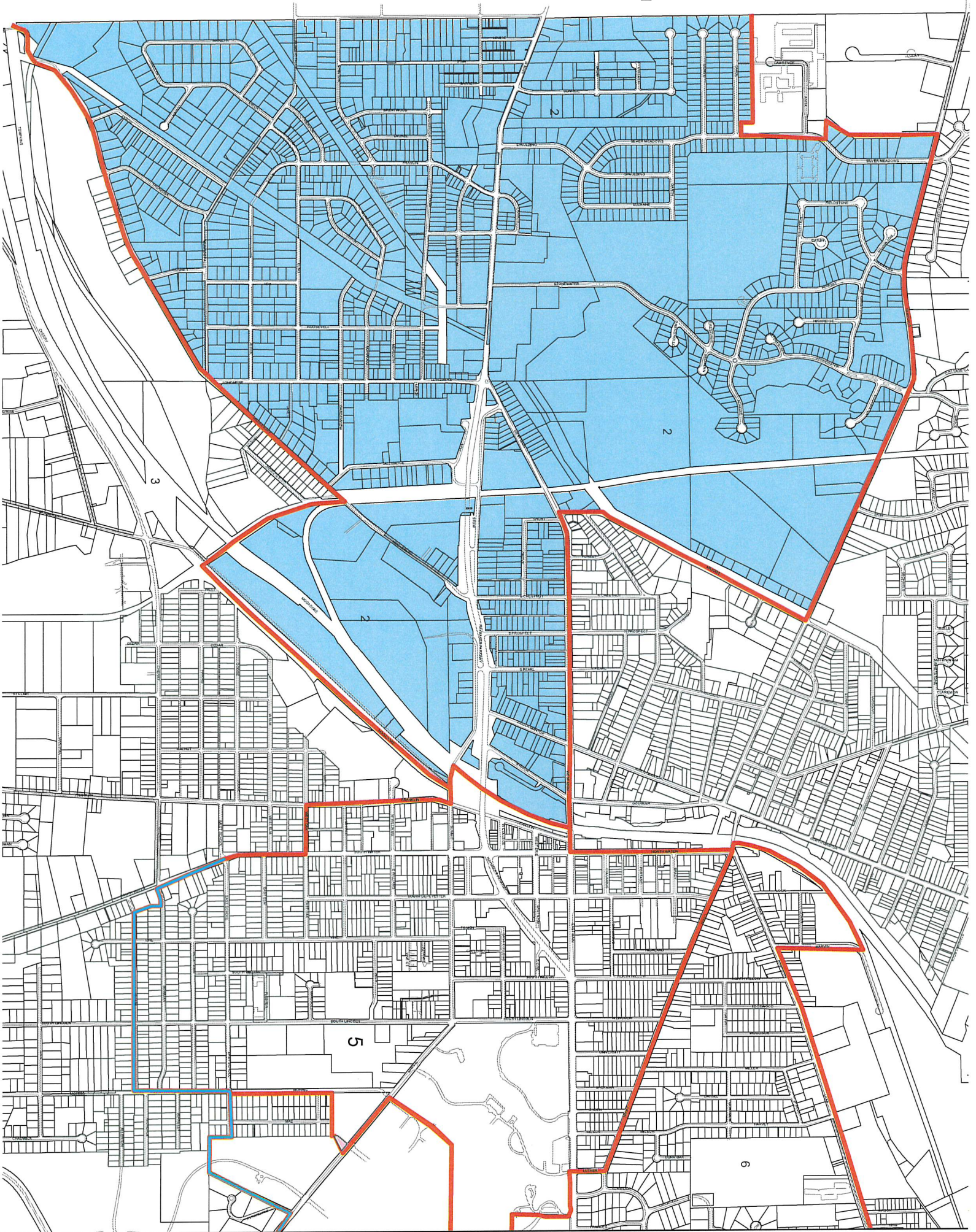
Attachments

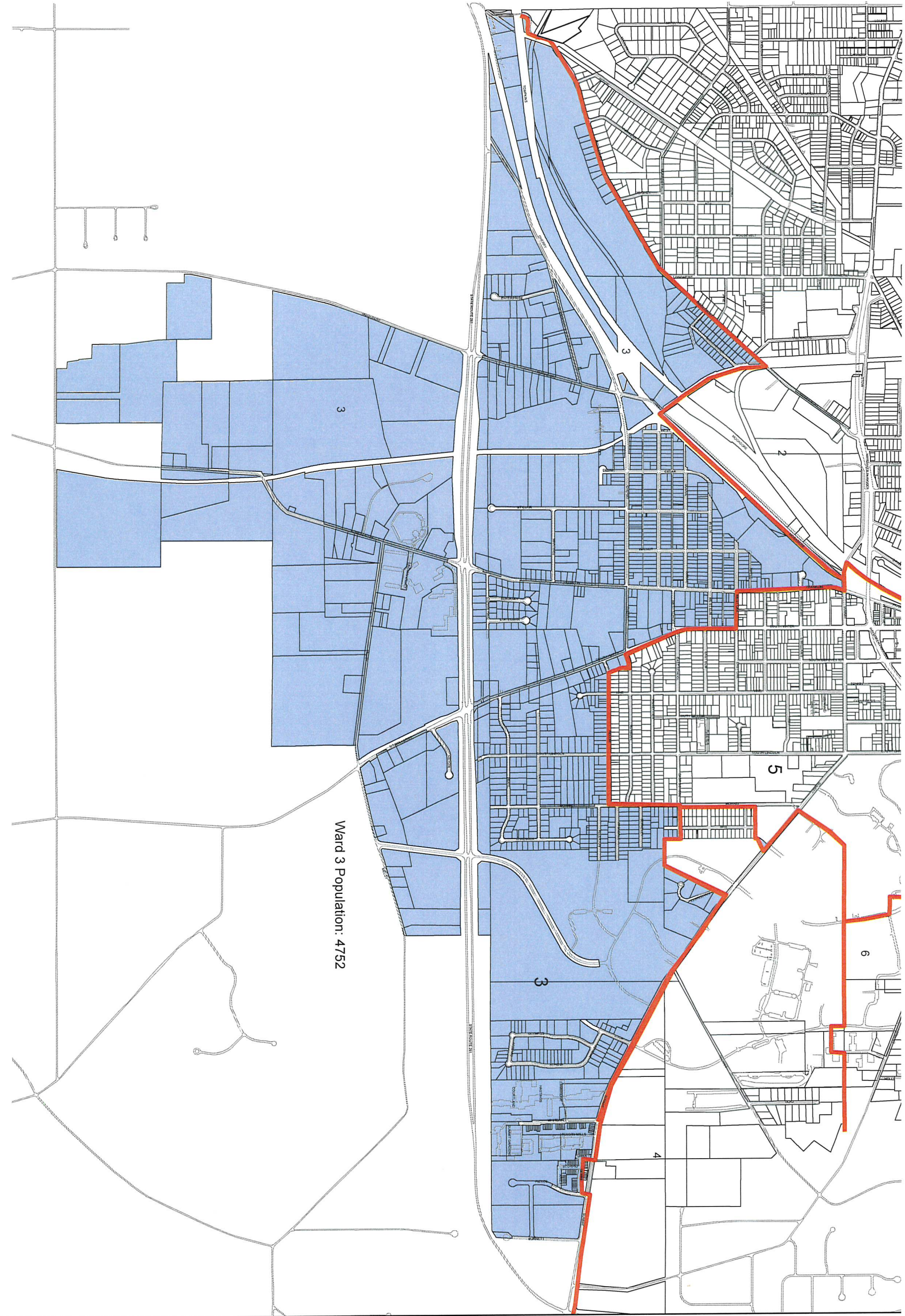
Cc: Hope Jones, Law Director
Amy Wilkens, Clerk of Council

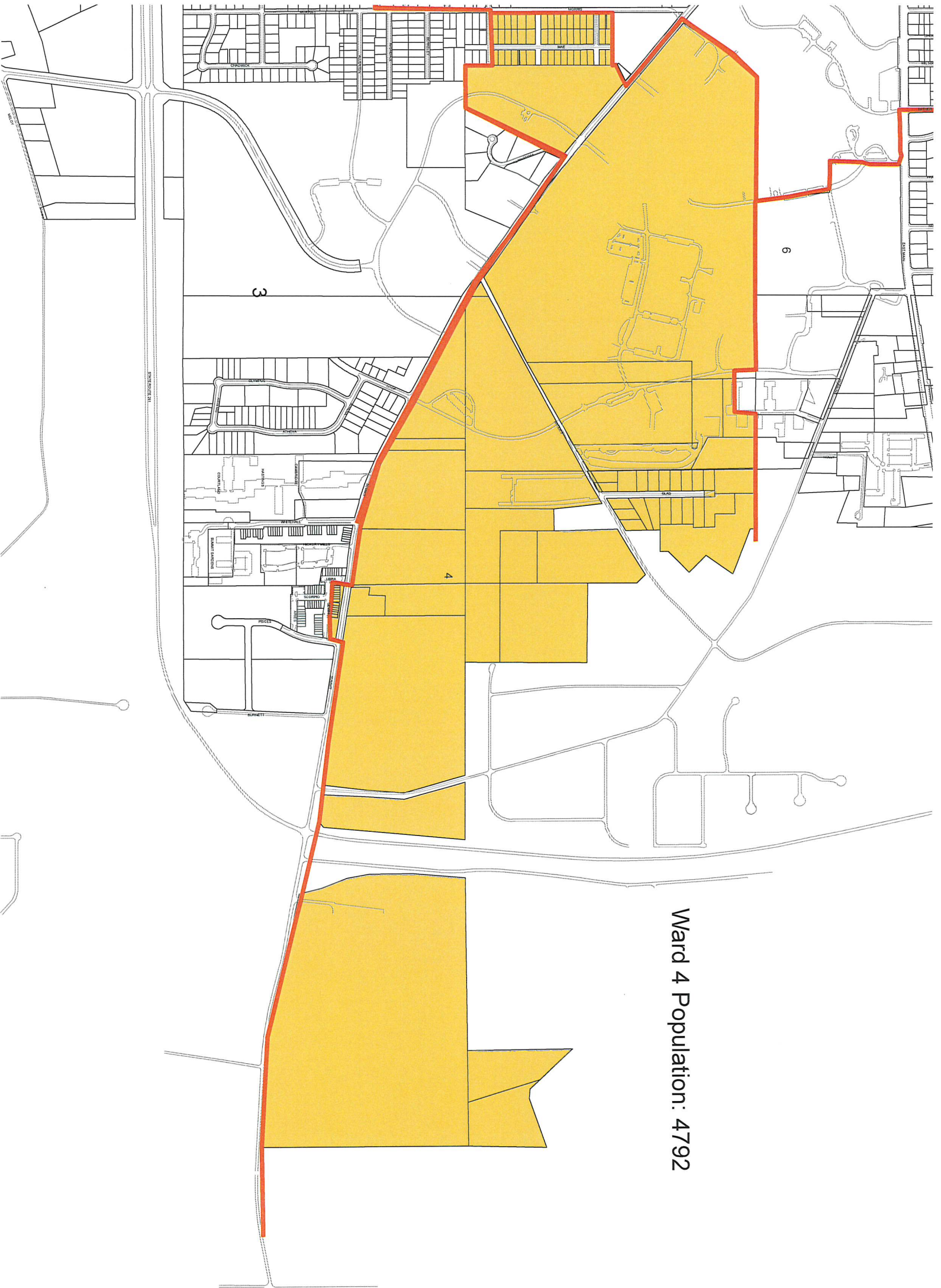
Ward 1 Population: 4615

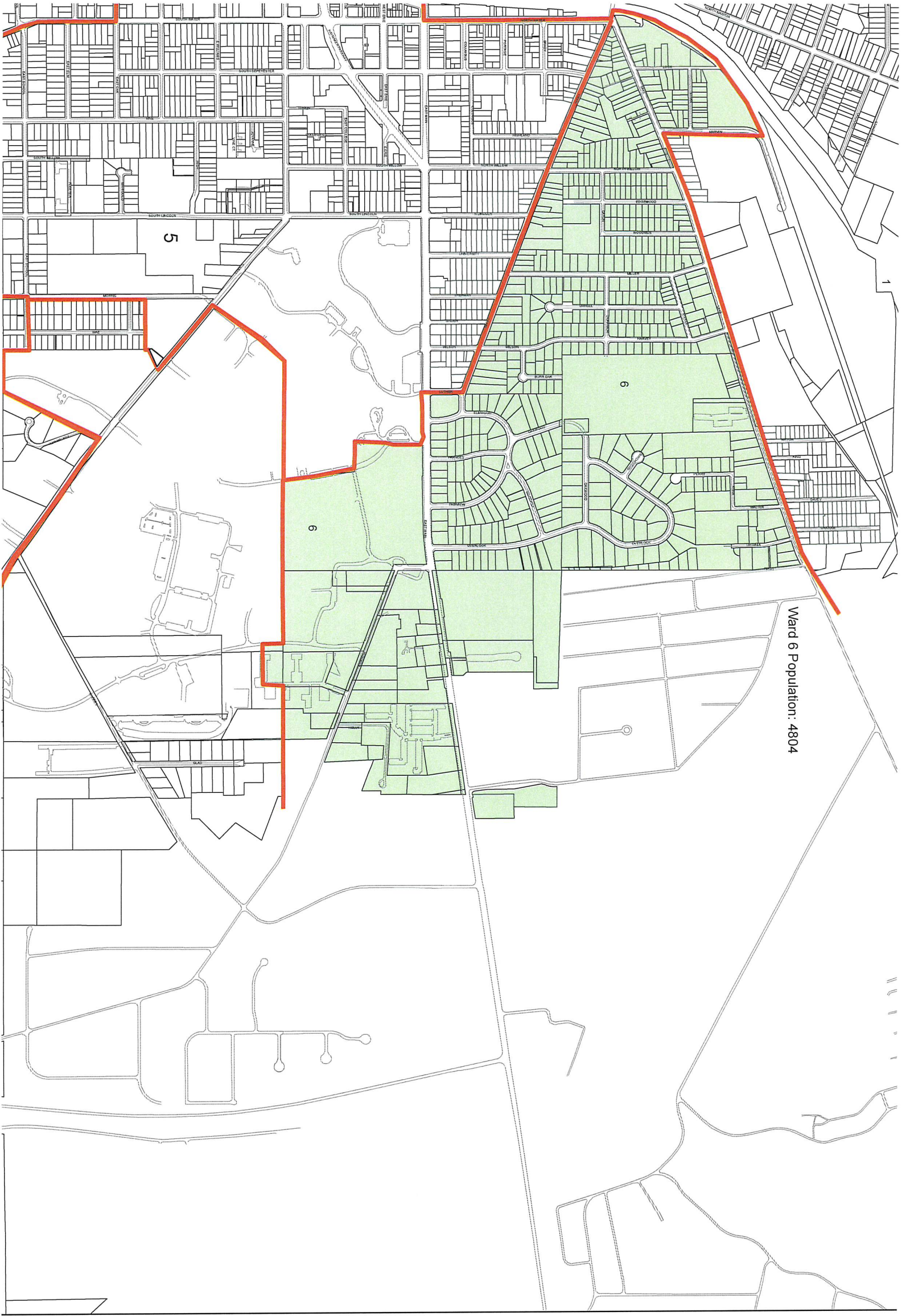


Ward 2 Population: 4601









Ward 6 Population: 4804



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: August 28, 2023

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director 

RE: TREX Agreement: Fast Mex, LLC

The City has received a TREX transfer permit request from Fast Mex, LLC, which will be entering into a lease with Acorn at Kent, LLC, to occupy the 1,500 square foot vacant space located at 164 East Eain Street, Unit B (former Twisted Melts location). The owners of the Fast Mex, LLC business currently own more than 20 other fast casual full service Mexican restaurants throughout Northeast Ohio and have been operating in Ohio for more than 30+ years.

The original property developer, Genghis Properties, LLC, invested more than \$650,000 in the shell and common areas of the building. Fast Mex, LLC will be investing additional funding into modifications to the existing leasehold improvements, so the investment is more than \$435 per square foot, which exceeds the minimum of \$175 per square foot of investment required by the City's TREX Guidelines.

I am respectfully requesting time at the September 6, 2023 Council Committee meeting to discuss this matter in greater detail and to ask for authorization, with emergency, for the City to enter into the Development Agreement with Fast Mex, LLC in support of the repurposing of the currently vacant commercial space.

Please let me know if you need any additional information in order to add this item to the agenda.

Thank you.

Attachments

Cc: Hope Jones, Law Director
Amy Wilkens, Clerk of Council
Eric Helmstedter, Economic Development Director



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

Transfer Exempt Permit (TREX)

Guidelines

The Ohio Revised Code (ORC) (section 4303.29 (B)(2)(b)(i)) permits the transfer of liquor licenses across political boundaries. The transfer process addressed by this section is applicable to C-1, C-2, D-1, D-2, D-3, and D-5 permits. The statute provides the local political entity the right to establish guidelines and approve the proposed transfer of these licenses to areas within the political entity's jurisdictional boundaries.

The City of Kent Council has adopted the following guidelines, which will need to be met prior to permitting the TREX transfer of any liquor license into the City of Kent from another State of Ohio community.

1. The applicant must show evidence of an economic development project, for the purposes of seeking the TREX transfer of a permit, defined as a project involving the investment of a minimum of \$175.00 per square foot in renovation and/or new construction costs in the building/structure which will house the proposed license to be transferred;
2. The TREX transfer of a permit will only be granted for use within the City of Kent Commercial-Downtown District (C-D);
3. The individual, corporation, LLC or partnership seeking approval for the TREX transfer of a permit must identify the permit class and source at the time of submitting a TREX transfer application for consideration by the City of Kent;
4. An applicant receiving City Council approval for the TREX transfer of a permit must enter into a development agreement with the City of Kent which will delineate the requirements and conditions under which City Council approved the TREX transfer;
5. Applicants granted approval for the TREX transfer of a permit are prohibited from subsequently transferring that permit to another individual, corporation, LLC or partnership operating within the City of Kent jurisdictional boundaries without first seeking approval for such action from Kent City Council.

NOTE: Council limited the number of TREX transfer permits to be issued by the City of Kent to no more than three (3) for a one (1) year period beginning on May 15, 2013.

Guidelines approved by Kent City Council May 15, 2013

DRAFT 8-28-23

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT (the "Agreement") is made and entered into this ____ day of _____, 2023, by and between the CITY OF KENT, OHIO, a municipal corporation duly organized and existing under and by virtue of the constitution and laws of the State of Ohio and a duly adopted Charter (hereinafter referred to as the "City"), and Fast Mex, LLC, an Ohio limited liability company (hereinafter referred to as the "Redeveloper").

WITNESSETH:

WHEREAS, the City has been active in the redevelopment and clearance of underdeveloped, blighted, and deteriorated areas in the City, and in this connection implemented the Downtown Urban Renewal Plan dated January 2001 (the "Urban Renewal Plan"); and

WHEREAS, Acorn At Kent, LLC currently owns the previously redeveloped property located at 164 East Main Street, Unit B, Kent, Ohio (the "Property") which is an approximately 1,500 square foot commercial space, such improvements hereinafter referred to as the "Private Improvements;" and

WHEREAS, Acorn At Kent, LLC, as the owner of the Private Improvements, intends to enter into a lease with the Redeveloper for 164 East Main Street, Unit B, and the Redeveloper intends to use the space as a restaurant; and

WHEREAS, the City believes that the redevelopment of the Property with the Private Improvements, pursuant to this Agreement and the fulfillment generally of this Agreement, are in the best interests of the City and its residents, and are necessary to provide for the productive development and reuse of property, to provide for the creation of jobs and employment opportunities, and to improve the economic and general welfare of the residents of the City; and

WHEREAS, the City has determined that it is in the best interests of the City and its citizens to aid the Redeveloper in its repurposing of the Private Improvements; and

WHEREAS, the Redeveloper needs to acquire a liquor license in order to sell wine, beer and spirituous liquor at said location – specifically, a Class D-5 license, using the TREX liquor license provisions of Ohio Revised Code § 4303.29.

WHEREAS, the Redeveloper's use of the Private Improvements is dependent upon the City agreeing to accept a transfer of a liquor license from another location in the State to the City (TREX license); and

WHEREAS, the City has previously acknowledged that the Private Improvements at 164 East Main Street, Unit B, Kent, Ohio is at a minimum amount of \$175.00 per square foot for the completion of the build-out of the space, the provided fixtures, a liquor license, inventory and supplies for the restaurant; and

WHEREAS, pursuant to the provisions of Ohio Revised Code § 4303.29, the City of Kent will only agree to execute this agreement and approve the TREX liquor license, if its approval is required before Redeveloper may transfer the liquor license referred to above to another location and/or to another owner, whether at the same location or another location; and

WHEREAS, the Kent City Council considered the following criteria prior to consenting to entering into this Agreement:

- a) The financial strength of the Redeveloper; and
- b) The amount of monies previously invested into 164 East Main Street, Unit B, Kent, Ohio; and
- c) The amount of square foot space being repurposed by the Redeveloper; and
- d) The character of the principals of Fast Mex, LLC; and
- e) That it is D-5 license being requested.

WHEREAS, the Kent City Council authorized a TREX liquor license transfer policy based upon items listed above; and

WHEREAS, both parties acknowledge that the additions of new venues open for the sale of alcoholic beverages within the City, may cause additional work for the staffs of the Kent City Police Department and Fire Department.

NOW THEREFORE, in consideration of the premises and covenants contained herein, the City and the Redeveloper agree as follows:

Section 1. Redevelopment of the Property.

(a) The Redeveloper agrees to repurpose the Private Improvements thereon consistent with all Federal, State, and local laws.

The Redeveloper shall commence the Private Improvements when it is ready to do so and has the necessary approvals from the City.

All of the redevelopment on the Property shall be made in accordance with the Redeveloper's approved Project Plans.

The City and the Redeveloper each shall proceed in good faith and diligently, and in cooperation with the other, to carry out its activities necessary to meet the conditions of the Commencement Date.

The Redeveloper shall give notice to the City within ten (10) days of the occurrence of the Commencement Date. If the Commencement Date has not occurred by the 180-day anniversary of the execution of this Agreement by both the City and the Redeveloper, this Agreement shall terminate, unless that date is further extended in writing by the City and the Redeveloper. Any

such extension must be approved by City Council. If this Agreement terminates because the Commencement Date has not occurred within the permitted period, neither the City nor the Redeveloper shall be deemed to have defaulted hereunder and the sole remedy of the City and the Redeveloper is the termination or extension of this Agreement.

Section 2. Redevelopers Responsibilities.

In exchange for the approval of the transfer of the liquor license into the City by the City Council, described in Section 3 of this Agreement, the City shall permit the Redeveloper to use the property for a restaurant. The Redeveloper shall:

- a) Repurpose the space at 164 East Main Street, Unit B, which the City acknowledges has Private Improvements valued at a minimum of \$175.00 per square foot, which monies may include leasehold improvements, in the space consisting of approximately 1,500 square feet.
- b) Continually follow and obey all local, state and federal laws in the redevelopment of the property and in the operation of the restaurant.
- c) Receive the written permission of the City of Kent Council to transfer said license to a new location and/or to a new owner at the same or different location.

Section 3. Responsibilities of the City.

- a) The City, in exchange for the Redeveloper performing the requirements listed in Section 2, above, shall conditionally approve the transfer of a liquor license into the City of Kent pursuant to Ohio Revised Code § 4303.29, in the name of the Redeveloper, for location at 164 East Main Street, Unit B, Kent, Portage County, Ohio.
- b) The City, upon written request from the Redeveloper, shall review any proposal to relocate the said liquor license to a different location within the City of Kent, or to transfer said liquor license to a different owner at the same or different location within the City of Kent. The City shall approve the transfer and/or relocation of the license within the City, if the City Council, after reviewing the following criteria, to see if the new owner will provide some or all of the following:
 - i) The financial strength of the proposed new owner is adequate to complete the new redevelopment criteria; and
 - ii) The amount of monies, if any, being invested into the new location in Kent, Ohio meet or exceed those expended by this Redeveloper; and
 - iii) The amount of square foot space being redeveloped by the new owner; and
 - vi) The character of the person or people constituting the new owner shall be upstanding; and

- v) That it will sell wine, beer and spirituous liquor at said location – specifically, a D-5 license is being transferred.

Said consent shall not be unreasonably withheld.

Section 4. Assignment or Sale of Liquor License.

The liquor license in question may only be transferred by the Redeveloper with the consent of the City as outlined in Section 3.

Section 5. Remedies.

(a) General. Except as otherwise provided in this Agreement, in the event of any default in or breach of this Agreement, or any of its terms or conditions, by the Redeveloper, or any successor, the City may, upon written notice to the Redeveloper proceed to revoke the approval of the transfer of the liquor license into the Kent City limits within thirty (30) days after receipt of such notice. In case such action is taken by the City and the default or breach is not diligently pursued by the Redeveloper to cure the default or breach within a reasonable time, the City may institute such proceedings as may be necessary or desirable in its opinion to cure and remedy such default or breach, including, but not limited to, proceedings to compel specific performance by the party in default or breach of its obligations; or to revoke the approval of the transfer of the liquor license into the City, mandating the closing of the restaurant and the relocation of the liquor license to a location outside of the City limits.

(b) Force Majeure. Neither the City nor the Redeveloper shall be considered in default in its obligations to be performed hereunder, other than for the payment of money, if delay in the performance of such obligations is due to causes beyond its reasonable control and without its fault or negligence, including but not limited to, acts of God or of the public enemy, acts of the federal or State government, acts or delays of the other party, fires, floods, unusually severe weather, epidemics, freight embargoes, unavailability of materials, strikes or delays of contractors, subcontractors or materialmen due to any of such causes, or other events beyond the reasonable control of a party and without its fault or negligence; it being the purpose and intent of this paragraph that in the event of the occurrence of any such enforced delay, the time or times for performance of such obligations shall be extended for the period of the enforced delay; provided, however, that the party seeking the benefit of the provisions of this paragraph shall within 30 days after the beginning of such enforced delay, notify the other party in writing thereof and of the cause thereof and of the duration thereof or, if a continuing delay and cause, the estimated duration thereof, and if the delay is continuing on the date of notification, within 30 days after the end of the delay, notify the other party in writing of the duration of the delay.

Section 6. Conflict of Interest; City's Representatives not Individually Liable.

No member, official or employee of the City shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to this Agreement which affects his/her personal interests or the interests of any corporation, partnership, or association in which he is, directly or indirectly, interested. No

member, official or employee of the City shall be personally liable to the Redeveloper or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Redeveloper or successor or on any obligations under the terms of this Agreement.

Section 7. Notice.

(a) A notice, demand, or other communication under this Agreement by either the City or the Redeveloper to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

- (i) in the case of the Redeveloper is addressed to or delivered personally to the Redeveloper at:

Fast Mex, LLC

ADDRESS NEEDED

CONTACT NAME NEEDED

- (ii) in the case of the City, is addressed to or delivered personally to the City at:

City Manager

301 S. Depeyster Street

Kent, Ohio 44240

with a copy to the Law Director at 320 S. Depeyster Street, Kent Ohio.

or at such other address with respect to either the City or the Redeveloper may from time to time, designate in writing and forward to the other as provided in this Section.

Section 8. Counterparts.

This Agreement may be signed in several counterparts, each of which shall be an original but all of which shall constitute but one and the same instrument.

Section 9. Jurisdiction.

The parties hereto irrevocably (a) agree that any suit, action or other legal proceeding arising out of or relating to this Agreement may be brought in a court of record in Portage County, Ohio or in the courts of the United States of America located in such state or commonwealth.

Section 10. Captions.

The captions to the section of this Agreement are for convenience only and shall not be deemed part of the text of the respective sections and shall not vary, by implication or otherwise, any of the provisions of this Agreement.

Section 11. Severability.

The parties hereto intend and believe that each provision of this Agreement comports with all applicable local, state and federal laws and judicial decisions. However, if any provision or any portion of any provision contained in this Agreement is held by a court of law to be invalid, illegal, unlawful, void or unenforceable as written in any respect, then it is the intent of all parties hereto that such portion or provision shall be given force to the fullest possible extent that it is legal, valid and enforceable, that the remainder of this Agreement shall be construed as if such illegal, invalid, unlawful, void or unenforceable portion or provision was not contained therein, and the rights, obligations and interests of the City and Redeveloper under the remainder of this Agreement shall continue in full force and effect.

Section 12. No Oral Modification.

This Agreement may not be modified or discharged orally, but only by an agreement in writing signed by the City and Redeveloper.

Section 13. Costs of Enforcement.

Redeveloper agrees to pay the costs and expenses, including but not limited to reasonable attorneys' fees and legal expenses incurred by City in the exercise of any right or remedy available to the City under this Agreement.

IN WITNESS WHEREOF, the City of Kent, Ohio and FAST MEX, LLC have each caused this Agreement to be duly executed in its behalf, on or as of the day and year first above written.

CITY OF KENT, OHIO

By _____
Dave Ruller, City Manager

Fast Mex, LLC

By _____,
NAME AND TITLE NEEDED

APPROVED AS TO FORM:

Hope Jones, Law Director
City of Kent



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: August 28, 2023
TO: Dave Ruller, City Manager
FROM: Eric Helmstedter, Economic Development Director 
RE: Special Event Permit: Kent State 5K

The City of Kent has received an application from Molly Speyer on behalf of Kent State University Athletics, to hold a 5K race on Saturday, September 16, 2023. Runners will stage on South Water Street between Main Street and Erie Street. At 9:00 a.m., the race will begin at the intersection of South Water Street and East Erie Street, follow a route which connects Downtown, Kent State University, and The Portage Bike and Hike, where it will finish at Dix Stadium no later than 10:00 a.m. A number of street closures have been requested.

I am respectfully requesting time at the September 6, 2023 Council Committee session to discuss this item in more detail and to request Council's authorization, with emergency, for the various street closures on September 16, 2023 from 7:30 a.m. to 10:30 a.m.

Please let me know if you have any questions concerning the attached materials or if you need any additional information to add this to the September 6, 2023 agenda.

Thank you.

Attachments

cc: Bridget Susel, Community Development Director
Hope Jones, Law Director
Amy Wilkens, Clerk of Council
Patti Long, Executive Assistant
Sandy Lance, Legal Assistant

APPLICATION FOR SPECIAL EVENT
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES, ETC.
City of Kent, 215 E. Summit Street, Kent, OH 44240

NAME OF EVENT Kent State SK

ORGANIZATION SPONSORING EVENT Kent State University Athletics

APPLICANT NAME Molly Speyer PHONE 216-302-3526

ADDRESS 2425 W. 11th St. Suite #2 Cleveland OH 44113

NAMES AND PHONE NUMBERS OF ALL PERSONS WHO ARE IN CHARGE AND/OR WILL BE IN A RESPONSIBLE POSITION DURING THE EVENT:

Molly Speyer - 330 421 1835 (cell) James Burger - 330-603-4209

DATE OF EVENT 9/16/23 NO. OF PARTICIPANTS 300

REQUESTED PERMIT TIME: Start Set up 7:30 am Start Event 9:00 am

End Event 10:00 am End Cleanup 10:30 am

IF PARADE: STARTING POINT Watt St. Tavern ENDING POINT Dix Stadium

USE OF CITY ELECTRIC NEEDED? No

(IF YES, PLEASE EXPLAIN)

In addition to the application please submit the following information:

- Attach map to application showing proposed streets to be blocked off for event, and route of parade or race. (May be hand drawn.)
- Proof of Insurance is required before permit can be issued.
- Please attach list of possible vendors/booths to be part of event (food, retail, etc.).

Please submit application for permit at least 30 days in advance, but no sooner than one year in advance. For additional requirements please review Chapter 316 of The Codified Ordinance of the City of Kent. Please be advised that the use of marking paint on City pavement, curbs, sidewalks or other property is prohibited except if purchased at cost from Service Department (330-678-8105).

By signing this application, I am certifying that I have received a copy of the rules and regulations of Chapter 316 of the Codified Ordinances of the City of Kent, and I fully understand that should the permit be approved, it can be revoked if any of the provisions of this Chapter are violated.

Molly Speyer
Name of Applicant

[Signature]
Signature of Applicant

Office Use. Do not write below this line.

Sent to: Safety, Service, Fire, Police, and Health Departments for review and approval via _____ on _____.

MEMORANDUM AGREEMENT _____ YES _____ NO
APPLICATION APPROVED _____ APPLICATION DISAPPROVED _____

PROOF OF INSURANCE REQUIRED BY ORDINANCE 316.04 HAS BEEN REVIEWED AND APPROVED.

Law Director Date

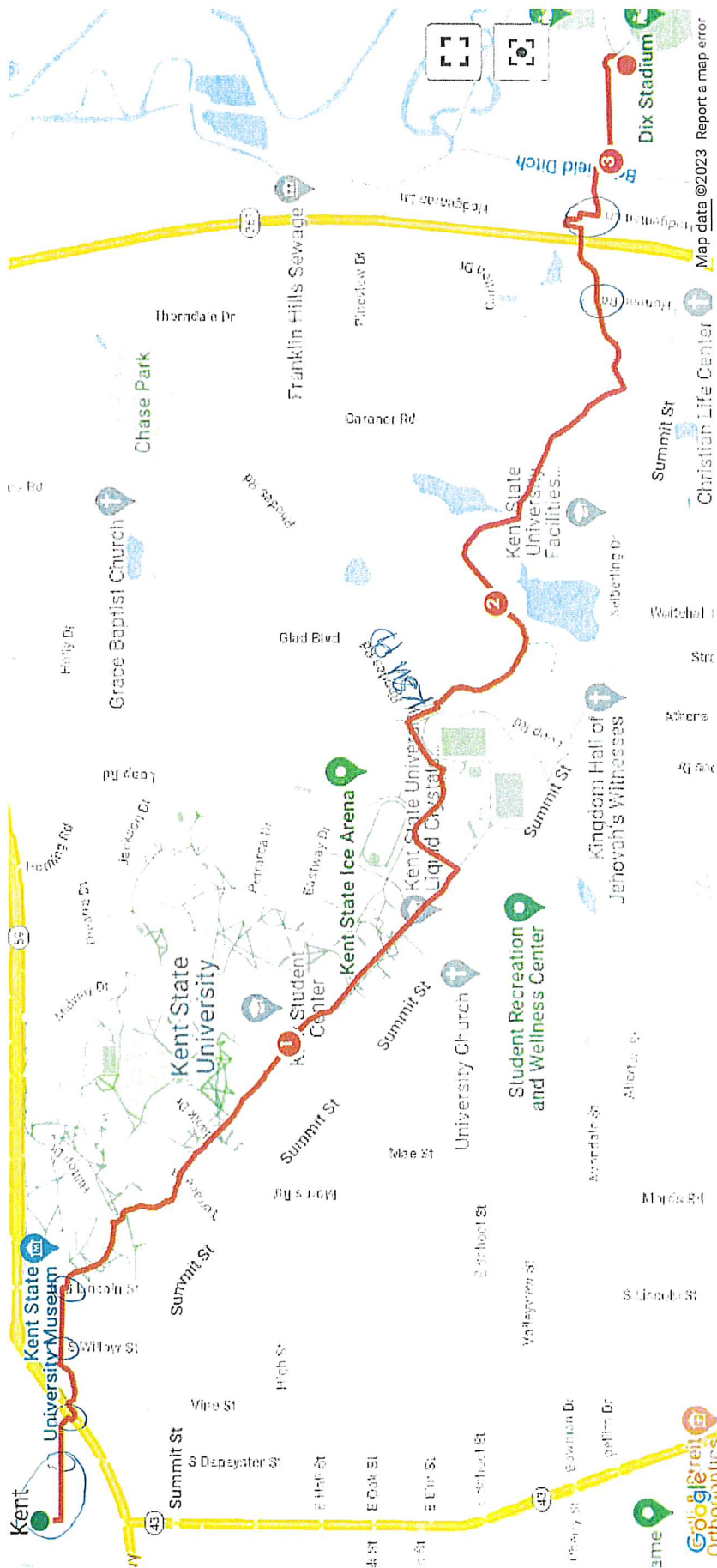
IF APPLICATION IS APPROVED, PERMIT WILL BE ISSUED BY THE CITY MANAGER.

MEMORANDUM OF UNDERSTANDING

EVENT: Kent State 5K

A memorandum of understanding between Molly Speyer, representing Kent State University Athletics, the sponsor of the event, and Chief of Police Nicholas Shearer, representing the City of Kent, regarding a PARADE PERMIT for a 5-K Race.

1. **NATURE AND LOCATION OF THE EVENT:** The sponsors are requesting the use of the city streets for a 5K Run on Saturday September 16th, 2023.
5-K RUN: Runners will stage on S. Water St. between Main St. and Erie St. and the race will begin at the intersection of Water St. and Erie St. heading East. Runners will continue on Erie St. and then cross Haymaker Pkwy. to the green area south of Haymaker Pkwy. and West of Willow St. The route will proceed on the esplanade East across Willow St. and Lincoln St. and onto Kent State University campus. The route continues across Kent State University Campus (see the map) and enters the bike and hike trail just East of Loop Rd. Runners cross over Horning Rd. and continue on the bike and hike trail over the State Route 261 bridge. Runners then proceed a short distance South on Hodgeman Ln. and then East on the trail to Dix Stadium where the race ends.
2. **STREET BARRICADES:** Kent service department will provide barricades at Water and Main, Water and Erie, Erie and Depeyster, Erie and Haymaker, Willow St. by the esplanade, Lincoln St. by the esplanade, Horning Rd. at the bike and hike trail, and Hodgeman Ln. by the bike and hike trail. Barricades will also be needed in the parking lots adjacent to Erie St. behind 157 Lounge and at the Tree City Coffee Drive Through. "Road closed ahead" signs will be posted at Haymaker and Water, Haymaker and Depeyster, and Haymaker and Willow. These can be removed as soon as the last participant crosses Haymaker Pkwy. The sponsors have made arrangements with Kent State University's Parking Services for barricade use and placement on campus. Barricades will be removed after all race participants pass each intersection.
3. **316.04 - RULES, GUIDELINES, CONDITIONS AND REQUIREMENTS:**
 - A. ACCESS TO BUSINESSES AND RESIDENCES - Yes on an intermittent basis
 - B. ALCOHOLIC BEVERAGES - No
 - C. ANTI-DISCRIMINATION PROVISIONS - D.N.A.
 - D. FIRE PREVENTION/ SUPPRESSION - No
 - E. FOOD VENDORS - No
 - F. HEALTH AND SANITATION - D.N.A.
 - G. FIRST AID - Volunteers of the sponsor will be located throughout the race course providing water and assistance.
 - H. HOURS – Saturday September 16, 2023 7:30 AM-10:30 AM (including set-up and clean-up)
Race times: 9:00 AM to 10:00 AM.
 - I. EVENT WAIVERS - The Sponsor will require a waiver form to be signed by each participant prior to the event.
 - J. MECHANICAL RIDES - No
 - K. NEIGHBORHOOD APPROVAL – D. N. A.
 - L. NOISE LIMITATIONS - Per city ordinance
 - M. PAVEMENT PROTECTION - No
 - N. SPECIAL PERMITS - None required
 - O. SECURITY & TRAFFIC CONTROL - Police personnel will be assigned to provide security and traffic control for the race. Short term detours and race awareness signs will be posted throughout the course with appropriate barricades. It is understood that the Kent State University PD will provide officers for security for the portion of the race on KSU campus. Nine Kent Police Officers will be used to control traffic as the race crosses city streets.
 - P. TRASH & RECYCLING - Paper cups for water used by the runners (if provided) will be picked up by the volunteers who provide the water cups.
 - Q. UTILITY SERVICES - No
 - R. GAMBLING - No
 - S. VENDOR ACCESS - D.N.A.
 - T. WEATHER ALERT RADIO SYSTEM AND WARNINGS – The City of Kent has available two weather radios programmed to NOAA's National Weather Service. Severe weather alerts are received through tone activation and respective messaging. Sponsors agree to provide a warning system that is capable of alerting event participants. Warning alerts may be made with one of the following; (Public Address System, Bull Horn, Air Horn, Two-Way Radios posted at



Start 1,058 ft Max 1,188 ft Gain 137 ft

Elevation

01

1,270 ft

1,165 ft

1,063 ft

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CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: August 29, 2023

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director 

RE: Proposed Text Amendment to Chapter 355: Municipal Parking Lots

The Community Development Department received an inquiry from a small business owner requesting the City consider adjusting the 3:00 AM to 6:00 AM no parking time period for the municipal parking lots in order to accommodate small business employees who arrive at work prior to 6 AM.

The request was reviewed by the Traffic, Engineering and Safety (TE&S) Committee and the Committee is recommending that City Council amend the specified no parking period listed in Section 355.02(e) from its current 3 AM to 6 AM, to 2:30 AM to 5:30 AM.

I am respectfully requesting time at the September 6, 2023 Council Committee meeting to discuss this matter in greater detail and to ask for authorization, with emergency, for the City to amend KCO Section 355.02 (e) to specify the no parking time period as 2:30AM to 5:30 AM for all municipal parking lots.

Please let me know if you need any additional information in order to add this item to the agenda.

Thank you.

Attachment

Cc: Hope Jones, Law Director
Amy Wilkens, Clerk of Council
TE&S Committee Members

CHAPTER 355

Municipal Parking Lots

355.01 Definitions.

355.02 Restrictions regulating off-street parking in Municipal Parking Lots.

355.03 Posting of parking restrictions.

355.04 Municipal facility parking lot regulations.

355.05 Removal of motor vehicles.

355.99 Penalty.

355.01 DEFINITIONS.

- (a) "Motor vehicle" means any device in, upon or by which any person or property is or may be transported upon a highway, except a device which is operated upon rails or tracks.
- (b) "Operator" means and includes every individual who shall operate a vehicle as the owner thereof, or as the agent, employee or permittee of the owner or is in actual physical control of a vehicle.
- (c) "Owner" means the record of ownership as shown in the clerk of courts office of the proper county and shall be prima-facie evidence that the owner placed the vehicle in the parking space at the time and place alleged in the complaint against him/her.
- (d) "Park" or "parking" means the standing of a vehicle, whether occupied or not, upon a public parking lot other than temporarily for the purpose of, and while actually engaged in receiving or discharging passenger(s), loading or unloading merchandise, obedience to traffic regulations, signs or signals or an involuntary stopping of the motor vehicle by reason of causes beyond the control of the operator of the vehicle.
- (e) "Person" means and includes any individual, firm, partnership, association, corporation or other recognized legal entity.
- (f) "Municipal parking lot" means any property owned by the City of Kent which has been designed and improved expressly for the purpose of parking of motor vehicles by the general public, and which has signs identifying it as a municipal parking lot for general use of the public.
- (g) Posting of parking restrictions means the visible posting of signs identifying the limitations on use of parking areas within a municipal parking lot.
- (h) "Parking within designated spaces" means parking a motor vehicle within the painted lines used to identify the width and length of a parking area designated for a single parked motor vehicle.
- (i) "Designated parking space" means a parking space the use of which is dedicated to a specific business, by virtue of contractual requirements at the time of municipal purchase of the property. Such designated spaces shall be identified by individual signs, and use of these spaces shall be by permitted issued to the property owner, or by specific authorization of the designated business.
- (j) "Municipal facility parking" means parking lots dedicated to the specific use of a municipal facility or office, and such parking lot use is limited to official business being conducted at the facility.
(Ord. 2001-121. Passed 12-5-01)

355.02 RESTRICTIONS REGULATING OFF-STREET PARKING IN MUNICIPAL PARKING LOTS.

No owner or operator of a motor vehicle shall permit parking of a vehicle in a municipal parking lot in a manner not in compliance with the following restrictions:

- (a) Park any vehicle across any line or marking of a parking space or in such a position that the vehicle is not entirely within the area designated by such line or marking; (parking within designated spaces)

- (b) Parking within designated spaces is allowed for up to ten hours between the hours of 8:00 a.m. and 6:00 p.m., unless such space is a designated parking space for specific business permit use;
- (c) Park in a designated space without a permit to qualify as a designated user of the space;
- (d) Park in a space designated for handicapped only parking, without displaying a qualifying handicapped permit from the state of registration of the vehicle;
- (e) Park a vehicle in a city lot between the hours of ~~3 AM to 6 AM~~; 2:30 AM to 5:30 AM;**
- (f) Park a truck having an unloaded curb weight in excess of 5,000 pounds, trailer, or semitrailer or commercial tractor. (Ord. 2001-121. Passed 12-5-01; Ord. 2018-110. Passed 9-19-18.)

355.03 POSTING OF PARKING RESTRICTIONS

The Director of Public Service shall prominently post notice of the above restrictions in all municipal parking lots dedicated for public use and shall maintain all such postings in clearly readable form. (Ord. 2001-121. Passed 12-5-01)

355.04 MUNICIPAL FACILITY PARKING LOT REGULATIONS

(a) The regulation of parking at municipal facilities shall be limited in the same manner as those restrictions identified in Section [355.02](#).

(b) In addition to the above, use of parking spaces at municipal facilities shall be specifically limited to the purpose of conducting business at the municipal facility and shall be posted as such on the required signs.

(c) The Director of Public Service shall prominently post notice of the above restrictions in all municipal parking lots dedicated for municipal facility use and shall maintain all such postings on clearly readable form. (Ord. 2001-121. Passed 12-5-01)

355.05 REMOVAL OF MOTOR VEHICLES.

(a) Officers of the Police Department are hereby authorized, subject to the conditions set forth in the codified ordinances, to remove or cause to be removed, a motor vehicle parked on any public parking lot between the hours of 3:00 a.m. and 6:00 a.m. whenever, in the opinion of the officer, the presence of such parked motor vehicle in a municipal parking lot will interfere with street cleaning or maintenance of such parking lot or shall otherwise create a condition detrimental to the health, safety and welfare of the residents of the City.

(b) Officers of the Police Department are further authorized, subject to the conditions set forth in the codified ordinances, to remove or cause to be removed, a motor vehicle parked in a municipal parking lot that has excessive unpaid parking violations on file.

(c) Whenever an officer has removed or caused to be removed a motor vehicle from a public parking lot such removal shall be executed in compliance with Chapter [356](#) of these codified ordinances.

(d) Notice shall be posted on all city-owned parking lots advising that vehicles may be towed for parking during the above hours or for failure to pay outstanding parking violations. (Ord. 2001-121. Passed 12-5-01)

355.99 PENALTY.

(a) Whoever violates any section of this Chapter, except Section [355.02](#)(a)(4), shall be subject to the penalties set out in Section [351.99](#)(a) of the City of Kent Ohio Codified Ordinances.

(b) Whoever violates Section [355.02](#)(a)(4) of this Chapter shall be subject to the penalty as set out in Section [351.99](#)(c) of the City of Kent Ohio Codified Ordinances.



CITY OF KENT, OHIO

DEPARTMENT OF PUBLIC SERVICE

MEMO

TO: Dave Ruller, City Manager
Council

FROM: Melanie A. Baker, Service Director

DATE: 8/22/2023

SUBJECT: City property for auction and trade in.

Please find attached a list of 2 items that need to be approved for auction.

These items consist of 2 vehicles.

The vehicles have been replaced with capital items from 2022 that took over a year and half to receive and put into inventory.

We will be utilizing the Edinburg Auctions (we currently work with then with on line sales) for disposal of these items.

I would respectfully request approval of the sale of the attached items listed.

Trade In / Auction / Disposal List - City of Kent - All Departments

8/22/2023

[illegible]



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager

From: Rhonda C. Hall, CPA, Director of Budget and Finance

Date: August 16, 2023

Re: Request Council Resolution to Certify Amounts and Rates for 2024

Please find attached a draft resolution accepting the amounts and rates of the City's various tax levies as determined by the Portage County Budget Commission, and further authorizing the necessary tax levies and certifying them to the Portage County Auditor. This is a recurring process that is required by Ohio Revised Code, Sections 5705.34 & 5705.35 to be submitted to the County Auditor before October 1st of each year.

I am respectfully requesting City Council's approval of this resolution as an authorized agenda item at the September 6, 2023 City Council Meeting.

Thank you in advance for your support of this request and the action being sought. Should there be any questions regarding this matter I would certainly be happy to respond accordingly.

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY
THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX
LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR
(CITY COUNCIL)**

Revised Code, Secs. 5705.34 & 5705.35

The Council of the City of Kent, Portage County, Ohio, met in
Regular session on the 20th day of September, 2023 at the
office of Kent City Council with the following members present:

Mr. _____ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously
adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2024 ;
and

WHEREAS, The Budget Commission of Portage County, Ohio has certified its
action thereon to this Council together with an estimate by the County Auditor of the rate of each
tax necessary to be levied by this Council, and what part thereof is without, and what part within,
the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of _____, Portage County,
Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be
and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City
the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Rev. Code Sec. 5705.34 & 5705.35

Office of the Budget Commission, Portage County, Ravenna, Ohio

To the Taxing Authority of:

KENT CITY

SCHEDULE A

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED
BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

FUND	AMOUNT APPROVED BY BUDGET COM- MISSION INSIDE 10 M. LIMITATION	AMOUNT APPROVED BY BUDGET COM- MISSION OUTSIDE 10 M. LIMITATION	COUNTY ESTIMATE RATE TO INSIDE 10 M. LIMIT	AUDITOR'S OF TAX BE LEVIED OUTSIDE 10 M. LIMIT
	Column I	Column II	III	IV
General	\$ 1,698,218	\$ 337,279	3.6 & 0.9	1.16
Police Pension	146,079		0.30	
Fire Pension	146,079		0.30	
West Side Fire Station		265,387		0.73
Recreation		1,222,350		3.45
TOTAL	\$ 1,990,376	\$ 1,825,016	4.2 & 1.5	5.34

\$3,815,392

COUNTY AUDITOR'S ESTIMATE

\$486,930,630

COUNTY AUDITOR'S ESTIMATE Kent City	OF RATE IN MILLS Field LSD	Kent CSD
LEVIES INSIDE OF 10 MILL	LIMITATION	
County	2.00	2.00
City	1.50	4.20
School	6.50	3.80
JVS		
TOTAL:	10.00	10.00
LEVIES OUTSIDE OF 10 MILL	LIMITATION	
County	12.12	12.12
City	5.34	5.34
School	58.93	105.81
JVS	4.00	0.00
Library	0.00	1.80
Portage Park District	0.50	0.50
TOTAL:	80.89	125.57
TOTAL LEVIES:	90.89	135.57

Tax estimates as they will appear on the 2024 Official Certificate of Estimated Resources.

General Fund	\$ 2,035,497
Police Pension	146,079
Fire Pension	146,079
Westside Fire Station	265,387
Recreation	<u>1,222,350</u>
Tax Revenue Estimate	\$ <u>3,815,392</u>

SCHEDULE B

LEVIES OUTSIDE 10 mill limitation

Levy Purpose	Date of Vote & Duration of Levy	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy
General	03/17/20 5 years	1.16	\$ 337,279
West Side Fire Station	11/03/20 5 years	0.73	265,387
Recreation	11/03/15 Cont	1.00	363,545
Recreation	11/03/15 Cont	0.43	156,324
Recreation	11/03/09 Cont	0.50	182,807
Recreation	11/07/06 Cont	1.52	519,674

and be it further RESOLVED, That the Clerk of this Council be, and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mr. _____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr. _____ , _____

Mr. _____ , _____

Mr. _____ , _____

Mr. _____ , _____

Mr. _____ , _____

Mr. _____ , _____

Mr. _____ , _____

Mr. _____ , _____

Mr. _____ , _____

Adopted the _____ day of _____, _____

President of Council

Clerk of Council

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio, Portage County.

I, _____, Clerk of the Council of the City of _____,
in said County, and in whose custody the Files and Records of said Council are required by the
laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from
the original _____

now on file, that the foregoing has been compared by me with said original document, and that the
same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, _____

Clerk of Council

Portage County, Ohio

City

RESOLUTION ACCEPTING THE
AMOUNTS AND RATES AS DETERMINED
BY THE BUDGET COMMISSION AND
AUTHORIZING THE NECESSARY TAX
LEVIES AND CERTIFYING THEM TO THE
COUNTY AUDITOR.

(City Council)

Filed _____, _____

County Auditor



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager
From: Rhonda C. Hall, CPA, Director of Budget and Finance
Date: August 29, 2023
Re: FY2023 Appropriation Amendment #5

The following appropriation amendments for the July Council Committee Agenda are hereby requested:

Fund 001 – General

Increase	\$	9,700	IT / Other (O&M) – Appropriate funds to renew the maintenance warranties on the Panasonic MDTs for PD per N. Cecil, 8/21/23 memo.
Increase		6,400	IT / Other (O&M) – Appropriate funds for the purchase of additional computers to complete the rollout of laptops to City Council per N Cecil 8/21/23.
Increase		50,000	Law / Other (O&M) – Appropriate add'l funds for the Law Department per H. Jones, 8/29/23 memo.
Increase		20,000	Health / Personnel – Appropriate funds to cover salary cost per the Tobacco Use Grant per J. Seidel 7/25/2023 memo.
Increase		2,000	Health / Other (O&M) – Appropriate funds for the increase in the Drug Overdose grant received per J. Seidel, 7/25/2023 memo.
Increase		97,000	Health / Other (O&M) – Appropriate funds to cover salary cost per the Tobacco Use Grant received per J. Seidel, 7/25/2023 memo.
Increase		67,000	IT / Personnel – Appropriate additional funds to cover the additional IT staff per B. Huff 7/19/23 memo.

Fund 106 – Parks & Recreation

Increase	\$	6,035	P&R / Other (O&M) – Appropriate additional funds to cover fence repairs paid for by Insurance coverage per A. Manley, 8/21/2023 memo.
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Fund 126 – CDBG

Increase	\$	25,000	CDBG/ Other (O&M) – Appropriate additional funds to allow CAC to continue its program assistance through 2023 per B. Susel 8/8/23 memo.
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Fund 128 – Fire & EMS

Increase	\$	25,000	Fire & EMS/Other O&M – Increase appropriation for additional repairs necessary on vehicles, per J. Samels 8/17/23 memo.
Decrease		(25,000)	Fire & EMS/Capital – Increase appropriation and move them to O&M for vehicle repairs, per J. Samels 8/17/23 memo.
Increase		153,370	Fire & EMS/ Personnel - Increase personnel costs for the OH Ambulance Transportation Grant and the EMA ARPA First Responder Retention Grant along with City benefit costs per R. Hall.

Fund 201 – Water

Increase	\$	9,000	Water / Personnel – Appropriate additional funds to cover the additional IT staff per B. Huff 7/19/23 memo.
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Fund 202 – Sewer

Increase	\$	8,100	Sewer / Personnel – Appropriate additional funds to cover the additional IT staff per B. Huff 7/19/23 memo.
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Fund 205 – Solid Waste

Increase	\$	2,700	Solid Waste / Personnel – Appropriate additional funds to cover the additional IT staff per B. Huff 7/19/23 memo.
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Fund 208 – Storm Water

Increase	\$	2,700	Storm Water / Personnel – Appropriate additional funds to cover the additional IT staff per B. Huff 7/19/23 memo.
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Fund 301 – Capital Improvements

Increase	\$	38,500	Capital / Admin – Appropriates funds to begin the process of moving New World ERP to the hosted solution provided by Tyler Technologies per N. Cecil, 8/21/23 memo.
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Increase		1,600	Appropriate add'l fund to complete the fiber and electrical runs to the new community sign per N. Cecil 8/24/23 memo.
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CITY OF KENT, OHIO

Information Technologies Department Memorandum

To: Rhonda Hall
From: Nicholas Cecil, IT & Communications Director
Date: 8/21/2023
Re: Police MDT Warranty Renewal

Rhonda,

I am requesting the appropriation of \$9,700 to renew the maintenance warranties on the Panasonic MDTs for the Police Department. Originally these computers were purchased directly by the Police Department and were therefore missed in the 2022 Computer Refresh project. Funds will need to be allocated to 001-09-570-728.7390.

Thank you,
Nicholas Cecil

A handwritten signature in black ink that reads "Nicholas Cecil". The signature is written in a cursive style.



CITY OF KENT, OHIO

Information Technologies Department Memorandum

To: Rhonda Hall
From: Nicholas Cecil, IT & Communications Director
Date: 8/21/2023
Re: City Council Laptop Rollout

Rhonda,

I am requesting the appropriation of \$6,400 for the purchase of additional computers to complete the rollout of laptops to City Council. Funds will need to be allocated to 001-09-570-728.7440.

Thank you,
Nicholas Cecil



LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Rhonda Hall, Budget and Finance Director
From: Hope L. Jones, Law Director
Date: August 29, 2023
Re: Appropriation Request

Ms. Hall,

I have used much more money on Professional Services this year than expected. I am requesting that \$50,000 be added to the Law Department's fund 001-06-570-707-7340. If you have any questions regarding this request, I would be happy to talk to you.

Thank you, Rhonda.

Hope



KENT CITY HEALTH DEPARTMENT

414 E. MAIN ST., P.O. BOX 5192, KENT, OHIO 44240 (330) 678-8109 FAX (330) 678-2082

HEALTH DEPARTMENT TOBACCO USE GRANT 2024 (TU24) AND PROJECT DAWN STIPEND FOR DRUG OVERDOSE AWARENESS DAY

The Health Department has been notified our Tobacco Use Grant has been extended through 2024. I respectfully ask City Council to approve the acceptance of and appropriate the following amounts to lines:

\$20,000.00 to offset a portion of Jalessa Caple's salary 001-02-520-206-7001
\$97,000.00 toward meeting grant deliverables 001-02-520-206-7420

Total award not to exceed \$117,000.00.

The State of Ohio has declared August 31, 2023, to be Drug Overdose Awareness Day. We applied for a stipend of \$2,000.00 for media, marketing, and other stipulated expenditures allowable under the award for our planned event in support of the State's focus on overdose prevention. We respectfully ask that City Council approve the acceptance of the stipend and appropriation to line: 001-02-520-201-7370.

Total Award not to exceed \$2,000.00.

Thank you for your consideration,

Joan Seidel MA, BSN, RN, FAPIC, CIC
Health Commissioner
7/25/2023



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE

To: Rhonda Hall, CPA Director of Budget and Finance

From: Brian Huff, CPA, Controller

Date: July 19, 2023

Re: Appropriation Amendments Needed

An amendment to appropriations is needed in the following accounts due to the expansion of the IT department starting in February 2023 in which Mae Van Riper was hired. We are asking for \$67,000 in 001-09-570-728-7001, \$9,000 in 201-07-570-728-7001 \$8,100 in 202-07-570-728-7001, \$2,700 to 205-07-570-728-7001, \$2,700 to 208-07-570-728-7001.

Thanks for your attention to this matter.

Brian Huff, Controller

memo

CITY OF KENT PARKS AND RECREATION DEPARTMENT

To: Rhonda Hall, Budget & Finance Director
From: Angela Manley, Parks & Recreation Director
Date: August 21, 2023
Re: Insurance Payment – Check #32125240

We would like to request an appropriation of the insurance payment for fence repairs, issued by Travelers Insurance, to the following line in the 2023 budget:

Account Line	Amount
106 530 301 7350 <i>(Maintenance of Equip & Facilities)</i>	\$6,033.77



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: August 8, 2023

TO: Rhonda Hall, Budget & Finance Director

FROM: Bridget Susel, Community Development Director 

RE: Appropriations Request: CDBG RLF Funding

Each year, the Community Development Department allocates Community Development Block Grant (CDBG) funding to the Community Action Council of Portage County (CAC) to provide furnace and hot water tank replacement assistance for qualifying Kent residents. CAC typically expends its grant funding award over a 12–15-month period, but this year resident requests for assistance have increased and CAC has already utilized all of its CDBG funding.

The Community Development Department does have funding in its CDBG revolving loan fund (RLF) account maintained at Hometown Bank, so it plans to award \$25,000 of the available RLF funding to CAC to assist with meeting the current demand for assistance.

I am respectfully requesting that \$25,000 in CDBG RLF funding be appropriated to CDBG Program Income (126.04.540.401.7992) to allow CAC to continue its program assistance through the end of 2023.

Please let me know if you need any additional information in order to present this request at the September 6, 2023 Council Committee meeting.

Thank you.

Cc: Kim Brown, CD Dept.
Kathy Petsko, CD Dept.



City Of Kent Fire Department

320 S. Depeyster St.
Kent, Ohio 44240
330. 673.8814
330.676.7374 Fax

To: Rhonda Hall
Budget & Finance Director

From: James Samels
Acting Fire Chief

Date: August 17, 2023

Re: Reappropriation of Capital funds

Rhonda,

I would like to reappropriate the remaining funds in **2023KFD012**. The fire department has been dealing with significant bills to replace broken parts and failing elements of our aging fleet of vehicles. Also, the department has hired several new firefighters, which has resulted in a need for a lot of new fire gear. These expenses were not part of our normal budgeted funds.

I'd like to reappropriate the remaining funds to be used to be used to fix the vehicle issues and purchase new firefighter personal protective equipment. Currently, the money for these different vendors comes out of the maintenance and operating lines typically. There is approximately \$41,500 left in the capital account 128-01-510-108.7680. Moving these funds to the operating account would allow the department the flexibility to use these funds most appropriately for our current needs.

Overall, we would like to have \$16,500 moved from 128-01-510-108.7680 to Equipment >\$2,500, 128-01-510-108.7630, to purchase new firefighter personal protective equipment. Secondly, we would like to have \$25,000 moved from 128-01-510-108.7680 to Maintenance of Equipment and Facilities, 128-01-510-108.7350, to fix the remaining vehicle issues.

Thank you,

A handwritten signature in cursive script that reads "James C. Samels".

James Samels
Acting Fire Chief



CITY OF KENT, OHIO

Information Technologies Department Memorandum

To: Rhonda Hall
From: Nicholas Cecil, IT & Communications Director
Date: 8/21/2023
Re: New World ERP Hosting

Rhonda,

I am requesting the appropriation of \$38,500 to begin the process of moving New World ERP to the hosted solution provided by Tyler Technologies. Funds will need to be allocated to 301-09-570-728.7860.

Thank you,
Nicholas Cecil

A handwritten signature in black ink that reads "Nicholas Cecil". The signature is written in a cursive style with a large, stylized "N" and "C".



CITY OF KENT, OHIO

Information Technologies Department Memorandum

To: Rhonda Hall
From: Nicholas Cecil, IT & Communications Director
Date: 8/24/2023
Re: Appropriation for Thompson Electric - Community Sign

Rhonda,

I am requesting the appropriation of \$1,600 for 2023KSS005 to complete the fiber and electrical runs to the new community sign. Funds will need to be allocated to 301-09-570-728.7630.

Thank you,
Nicholas Cecil

A handwritten signature in black ink that reads "Nicholas Cecil". The signature is written in a cursive style with a large, stylized "N" and "C".